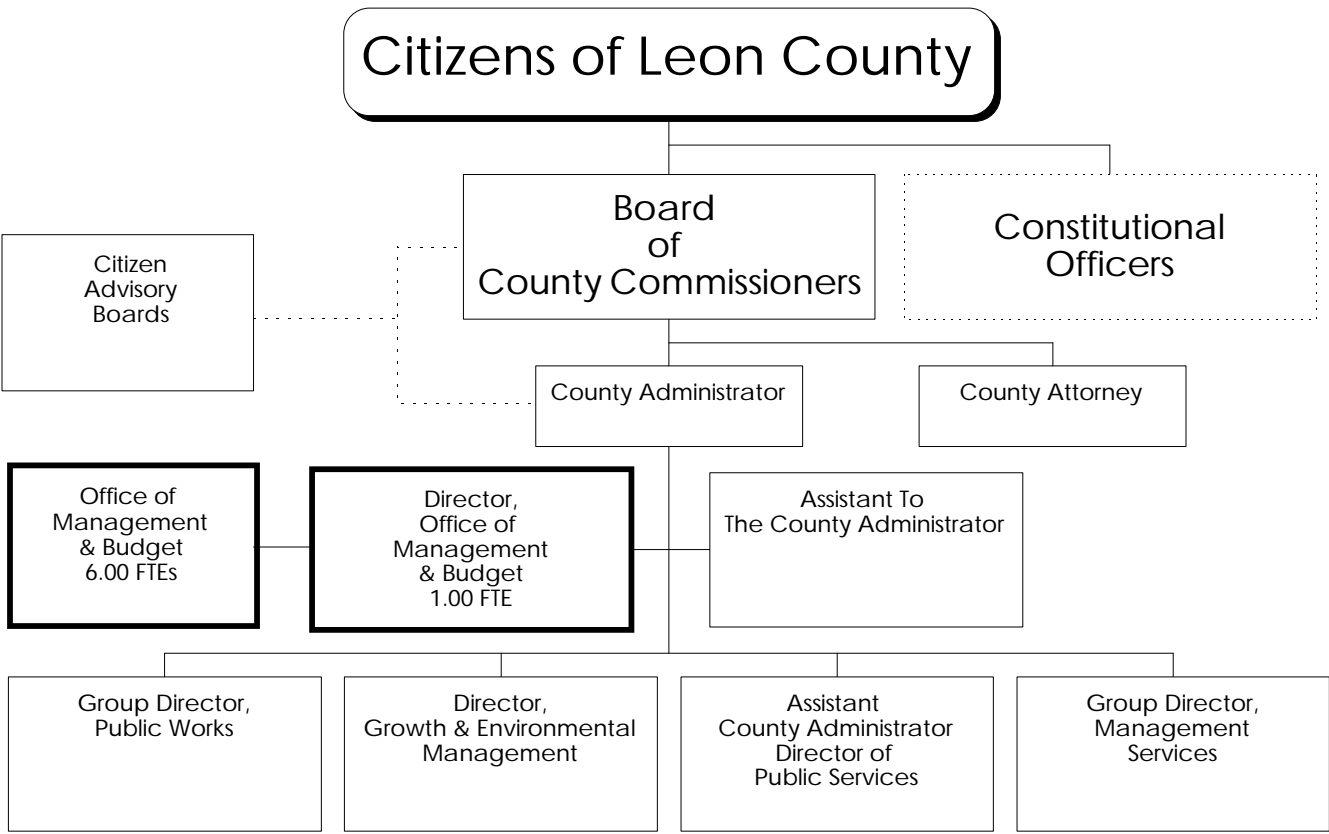


# OFFICE OF MANAGEMENT & BUDGET



# OFFICE OF MANAGEMENT & BUDGET

The Office of Management & Budget's mission is to continuously enhance the quality of County Services by optimizing the use of County financial resources through the effective provision of planning, policy analysis, budget development, budget implementation and program evaluation services to benefit citizens, elected officials and staff.

## PROGRAM HIGHLIGHTS

1. Developed a balanced operating and capital budget, on behalf of the County Administrator as adopted by the Board.
2. Lead Department in the development of Inter-local agreements between the City of Tallahassee and Leon County for Animal Control and Planning.
3. Continue to provide the county budget, Capital Improvement Program, and Citizen's Guide on the internet for better access by the public.
4. Received Government Finance Officers Association of the United States and Canada's Distinguished Budget Award for the eleventh consecutive year.
5. Presented workshops regarding Tax Revenue In Millage Analysis and Funding Options for the Elimination of the Fire MSTU to the Board.
6. Provided staffing and support for Blueprint 2000, Emergency Medical Services, and performed a review of the Site Development Plan Review process.
7. Provided oversight to the Permanent Line Item, Youth Sports Teams, and Mid-Year Funding requests as approved by the Board.

## ADVISORY BOARD

Financial Investment Advisory Committee, Investment Oversight Committee, Blueprint 2000 Finance Committee

## SUMMARY OF KEY STATUTORY RESPONSIBILITIES

Florida Statute, Chapter 125 "County Government"

Florida Statute, Chapter 129 "County Annual Budget"

Florida Statute, Chapter 200 "Determination of Millage"

## SUMMARY OF KEY SERVICE FUNCTIONS

1. Provide financial management assistance to the County Administrator and other departments.
2. Responsible for the development, monitoring and control of the annual operating budget and capital improvement program.
3. Forecasts and monitors county revenues.
4. Responsible for the County's annual Truth-in-Millage (TRIM) process.
5. Conduct research and fiscal policy analysis for special projects as requested by the County Administrator and Board.

## PERFORMANCE MEASUREMENTS

	FY 00/01	FY 01/02	FY 02/03	FY 03/04
	Actual	Actual	Estimate	Target
1) Submit two (2) semi-annual performance reports by May 30 and November 30.	1	2	2	2
2) Publish a "Popular" or "Citizen Friendly" budget-in-brief	1	1	1	1
3) Process budget amendment requests within two business days or next scheduled Board meeting (% is estimate)	N/A	98%	98%	99%
4) Forecast actual major revenue sources within 5% of budget (Actual Collections as a % of budget)	101.7%	102.3%	98%	98%
5) Continue to streamline the budget development process to reduce overtime	Yes	Yes	Yes	Yes
6) Review all agenda items in less than 2 days	N/A	N/A	96%	98%

**OFFICE OF MANAGEMENT AND BUDGET**

ACCOUNT NUMBER: 001-130-513

**FY 2003/2004 THRU FY 2007/2008 FINANCIAL & STAFFING SUMMARY**

	FY 01/02 Actual	FY 02/03 Adopted	FY 03/04 Budget	FY 04/05 Planned	FY 05/06 Planned	FY 06/07 Planned	FY 07/08 Planned
<b>OPERATING</b>							
Personnel	\$393,824	\$432,610	\$482,507	\$510,258	\$530,018	\$550,817	\$572,728
Operating	23,565	35,650	34,518	34,518	34,518	34,518	34,518
Capital Outlay							
Grants & Aid							
<b>TOTAL</b>	<b>\$417,389</b>	<b>\$468,260</b>	<b>\$517,025</b>	<b>\$544,776</b>	<b>\$564,536</b>	<b>\$585,335</b>	<b>\$607,246</b>
<b>STAFFING</b>							
Full Time	7.00	7.00	7.00	7.00	7.00	7.00	7.00
O.P.S.	4.00	4.00	2.00	2.00	2.00	2.00	2.00

**FY 2003/2004 PROGRAM CHANGES & NOTES:**

This program is recommended at an increased funding level. These recommendations are:

1. As approved by the Board at the June 10, 2003 workshop, funding is provided as a result of the FY 2003/2004 Classification and Pay Plan Study. \$6,754.
2. Reclass of Senior Management and Budget Analyst to a Budget Administrator. This reclass is approved by H.R. \$2,837.
3. Budget combines three part-time internship positions and creates one full-time year long graduate internship position. No net increase in appropriation. \$0.

**FY 2004/2005 THRU FY 2007/2008 PLANNED INITIATIVES & NOTES:**

There are no program changes requested in the outyears with the exception of anticipated routine salary and wage adjustments.

# OFFICE OF MANAGEMENT AND BUDGET

ACCOUNT NUMBER: 001-130-513

## PROGRAM EXPENDITURE DETAIL

Object		FY 01/02	FY 02/03	FY 03/04 Requested			FY 03/04 Budget		
Code	Account Description	Actual	Adopted	NIT	Change	Total	NIT	Change	ARB
51200	Salaries & Wages	\$300,105	\$303,308	\$319,925	\$8,235	\$328,160	\$319,925	\$8,235	\$328,160
51300	Other Salaries	13,154	36,440	36,444		36,444	36,444		36,444
51400	Overtime		2,000	2,000		2,000	2,000		2,000
52100	FICA Taxes	23,545	26,036	26,902	629	27,531	26,902	629	27,531
52200	Retirement	21,460	17,897	29,159	611	29,770	29,159	611	29,770
52300	L & H Insurance	34,315	45,557	57,733	89	57,822	57,733	89	57,822
52400	Workers' Comp	1,245	1,372	753	27	780	753	27	780
TOTAL PERSONAL SERVICES		\$393,824	\$432,610	\$472,916	\$9,591	\$482,507	\$472,916	\$9,591	\$482,507
53100	Prof. Services	353							
54000	Travel & Per Diem	1,508	2,970	2,970		2,970	2,970		2,970
54100	Communication	1,551	1,600	1,600		1,600	1,600		1,600
54200	Postage	217	400	400		400	400		400
54700	Printing & Binding	13,572	18,150	18,150		18,150	18,150		18,150
55100	Office Supplies	1,779	5,000	4,000		4,000	4,000		4,000
55200	Operating Supplies	3,118	4,400	4,268		4,268	4,268		4,268
55400	Bks, Pubs, & Memb.	1,312	1,600	1,600		1,600	1,600		1,600
55401	Training	155	1,530	1,530		1,530	1,530		1,530
TOTAL OPERATING EXPENSES		\$23,565	\$35,650	\$34,518		\$34,518	\$34,518		\$34,518
PROGRAM TOTAL		\$417,389	\$468,260	\$507,434	\$9,591	\$517,025	\$507,434	\$9,591	\$517,025

## PROGRAM STAFFING DETAIL

Budget Administrator (reclass)				1.00	1.00		1.00	
Mgt & Budget Analyst	2.00	2.00	2.00		2.00	2.00		2.00
Mgt & Budget Director	1.00	1.00	1.00		1.00	1.00		1.00
Mgt & Budget Technician	1.00	1.00	1.00		1.00	1.00		1.00
Sr Mgt & Budget Analyst	3.00	3.00	3.00	(1.00)	2.00	3.00	(1.00)	2.00
Total	7.00	7.00	7.00		7.00	7.00		7.00

### OPS STAFFING TABLE

Mgt & Budget Intern	4.00	4.00	4.00	(2.00)	2.00	4.00	(2.00)	2.00
Total	4.00	4.00	4.00	(2.00)	2.00	4.00	(2.00)	2.00